

COMMUNITY HEALTH EDUCATOR

Division: Wellness and Health Promotion
Immediate Supervisor: Public Health Administrator
Bloodborne Pathogen Risk Classification: 3
Fair Labor Standards Act (Exempt Status): E
Salary Schedule Pay Grade: 6

Updated: July 2014
Reviewed: December 2015

As with any public sector employment, job descriptions, performance standards, and duties assigned are subject to change dependant on funding allocation and community expectations.

Summary of Duties:

1. Plan, organize, and conduct community health education programs consistent with the mission of the Knox County Health Department.
2. Provide consultative services and technical assistance to various agencies and groups to enhance program effectiveness in relation to population served.
3. Participate in preparation, selection, and dissemination of health education materials.
4. Evaluate effectiveness of various health education methods and techniques; carry out studies and surveys to develop new or improve existing health education methods and techniques.
5. Plan and implement health education portion of in-service training programs for professional staff members, local health volunteers, and others.
6. Provide leadership and guidance to local civic and professional organizations for development of meetings, conferences, special courses, and programs in the field of public health.
7. Speak before various community groups; prepare lecture material and reading lists; operate video and slide projectors.
8. Consult with agency staff on methods of analyzing various health problems; make recommendations regarding the development of educational methods and programs.
9. Work with Supervisor on various marketing/promotion projects; creates media releases for approval.
10. Attends in-service training and meetings as required by Knox County Health Department; may serve on various committees as needed.
11. Performs other duties as required and/or assigned.

Minimum Qualifications:

Bachelor's degree; having courses in health education with concentration in behavioral science or community health. Degree in Community Health Education with CHES preferred.

Elementary knowledge of psychological and sociological concepts governing individual and group behavior.

Excellent computer skills utilizing Microsoft Word, PowerPoint, and Excel; proficient in Internet research.

Must have organizational, project management, and problem solving skills.

Essential/Non-Essential Functions:

Perform responsible consultative and promotional work in planning, organizing, and conducting community health education within Knox County.

Establish cooperative working relationships with various community leaders, volunteer groups, and professional health personnel and agencies.

Promote community health education activities with local voluntary, civic, and professional organizations; interpret, to the community, plans and objectives of various community health initiatives at the Knox County Health Department.

Physical/Mental Attributes:

Must be able to walk, stand, and manipulate health education instruments and materials. Must be able to write and operate a keyboard. Must be able to lift and carry health education materials and audiovisual equipment not to exceed twenty-five (25) pounds. Must be able to drive a vehicle.

Must be efficient, able to organize and prioritize multiple tasks. Work well independently and as a team member. Handles assigned tasks with minimal supervision.

Must be able to present ideas effectively, orally, and in writing.

Public Health Workforce Competencies

All Knox County Health Department positions are assigned competencies from the "Core Competencies for Public Health Professionals," defined by the 10 Essential Public Health Services. The competencies are organized into 8 domains with specific competencies that match this positions required skills.

Descriptions of each competency can be found at:

http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx

- Analytical/Assessment Skills (1A1, 1A4, 1A5, 1A7, 1A12, 1A13, 1A13, 1A14)
 - Policy Development/Program Planning Skills (2A1, 2A6, 2A9)
 - Communication Skills (3A1, 3A2, 3A3, 3A4, 3A6, 3A7, 3A8)
 - Cultural Competency Skills (4A1, 4A2, 4A4, 4A5, 4A6)
 - Community Dimensions of Practice Skills (5A1, 5A2, 5A3, 5A5, 5A6, 5A8, 5A9)
 - Public Health Sciences Skills (6A1, 6A2, 6A4, 6A7, 6A8, 6A9)
 - Financial Planning and Management Skills (7A1, 7A3, 7A10, 7A13, 7A14)
 - Leadership and Systems Thinking Skills (8A1, 8A2, 8A3, 8A5, 8A7, 8A9, 8A9)
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Performance Standards:

Performance will be measured in accordance with the Knox County Health Department approved evaluation tool and established work performance standards.

Administrator Signature

Employee Signature